BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 43 MARCH 19, 2014 – WORK SESSIONS

Public Works Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, March 19, 2014, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via Polycom from Camano

Helen Price Johnson, Member

Staff Present: Bill Oakes, Director, Steve Marx, Connie Bowers, Bryant Mercil, Devin

Joslin, Eric Brooks

Others Present: Elaine Marlow, Budget Director, Pat Powell, WCLT

Record @ 00:08

Roads

Subject/Description: Speed Limit Evaluations

Attachment: Memorandum dated 3/4/14 from Devin Joslin, to BOCC

Action Requested: Approval to conduct speed studies and field reviews on various road segments throughout the County.

Follow Up: Public Works staff will formulate engineering recommendations for the speed limit on each road segment and present to the Board at a future work session.

Subject/Description: Purchase (4) New 2014 Ford 250

Attachment: Memorandum dated 3/5/14 from Matt Nienhuis, to BOCC, PO 9593 & resolution **Action Requested:** Approval to purchase four (4) New 2014 Ford F250 crew cab pickups off Washington State Contract #03813; Legacy Ford; Amount: \$116,458.30 (incl WSST)/Resolution to surplus four (4) vehicles.

Follow Up: Okay with full Board to move purchase order and resolution forward to a Monday agenda.

Subject/Description: Purchase (4) New 2014 Ford 550

Attachment: Memorandum dated 3/5/14 from Matt Nienhaus, to BOCC, PO #9594, & Resolution

Action Requested: Approval to purchase four (4) New 2014 Ford F550 1 ton cab and chassis pickups off Washington State Contract #03813; Columbia Ford/Nissan; Amount: \$148,422.98 (incl. WSST)/ Resolution to surplus four (4) vehicles.

Follow Up: Okay with full Board to move purchase order and resolution forward to a Monday agenda.

Subject/Description: Purchase (4) 2/3 yard Dump Body

Attachment: Memorandum dated 3/5/14 from Matt Nienhuis, to BOCC, PO # 9595

Action Requested: Approval to purchase four (4) 2/3 yard contractor style dump bodies off the Washington State Contract #12304; Northend Truck Equipment, Inc.; Amount: \$69,067.60 (incl WSST)

Follow Up: Okay with full Board to move purchase order forward to a Monday agenda.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 44 MARCH 19, 2014 – WORK SESSIONS

Subject/Description: Petition to Open Unopened County Right of Way - Harding Ave.

Attachment: Memorandum, Application to Perform Work on Co. ROW PW 14-0037

Action Requested: Approval of Petition to open unopened County right of way, Harding Avenue, submitted by Ole Thorson in order to access parcel located in the East Half of Section 25, Township 29N, Range 3E.

Follow Up: Okay with full Board to move forward to schedule for public hearing.

Subject/Description: CRAB Certification Reports

Attachment: yes

Action Requested: Traffic Laws Enforcement Certification 2013; Fish Passage Barrier Removal Certification 2013; Annual Certification 2013.

Follow Up: Okay with full Board to move forward to Monday's agenda.

Subject/Description: Local Agency Standard Consulting Agreement

Attachment: Memorandum dated 3/5/14 from Eric Brooks to BOCC

Action Requested: Approval of Local Agency Standard Consultant Agreement with Tetra Tech for Multi-Jurisdictional Hazard Mitigation Plan update; Agreement #PW-1320-164; Amount: \$131,027.75

Follow Up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Biennium 2015-2017 Rural Arterial Program (RAP) Preliminary Prospectus

Attachment: Memorandum dated 3/7/14 from Paul Nettleton, to BOCC, RAP Preliminary Prospectus

Information: Bill Oakes presented the 2015-2017 Rural Arterial Program preliminary prospectuses for the five projects for consideration in the 2015-2017 funding cycles.

- Boon Road
- Wanamaker Road
- Fort Casey Road
- Smugglers Cove Road
- East Harbor Road

Parks

Subject/Description: Trillium Community Forest-Recreation and Conservation Office (RCO) Local Parks Development Grant

Attachment: Memorandum dated 3/19/14 from PW to BOCC

Action Requested: Island County Parks is partnering with Whidbey Camano Land Trust and would like to submit a grant application to RCO via their Local Parks Grant Program for the development of Trillium Community Forest. Grant amount is approx. \$370,000 which would be used for trail development and the construction of two parking lots.

Follow Up: Okay with full Board to move forward to a Monday regular agenda.

Subject/Description: Freeland Dock Repair – REET CIP

Attachment: Memorandum dated 3/19/14 from PW to BOCC

Information: Approval to repair Freeland Dock; three sections of the dock have lost parts of its flotation and need replacement to maintain the integrity of the dock; Amount: \$5,652.40.

Follow up: Okay with full Board.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 45 MARCH 19, 2014 - WORK SESSIONS

Add-on

Subject/Description: Supplemental Agreement No. 2 Enterprise Geographic Information

Systems Needs Assessment & Implementation Plan

Attachment: Supplemental Agreement No. 2

Action Requested: Consultant Agreement No. PW-1320-032; Extension of completion date to

May 31, 2104.

Follow up: Okay with full Board to move forward to a Monday agenda.

Add-On

Subject/Description: Request from Snohomish Conservation District

Attachment: none

Action Requested: Snohomish Conservation District is pursuing an application for Salmon Recovery funds to replace culverts at the mouth of Kristofferson Creek. As the landowner the County needs to approve the application.

Follow up: Okay with full Board for Bill Oakes to sign off on the application.

Add-On

Subject/Description: Swan Lake Tide Gate System Feasibility Study update and systems

upgrades

Attachment: yes

Action Requested: Bill presented 3 options for upgrades to the Swan Lake tide gate system.

Follow up: Continue the discussion to a future work session.

Human Resources Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, March 19, 2014 at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via Polycom from Camano

Helen Price Johnson, Member

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Bill Oakes, Sheilah Crider, Mike Etzell,

Jaime Montova, Dave Wechner, Keith Higman

Record @ 01:17:50

Subject/Description: Job Requisitions

Attachment: yes **Action Requested:**

Public Works

Parks Superintendent, new position, NR 12, #016/14

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 46 MARCH 19, 2014 – WORK SESSIONS

Commissioner Price Johnson moved to approve Job Requisition #016/14. The motion was seconded by Commissioner Johnson and carried with a vote of 2 in favor and 1 opposed. Commissioner Emerson opposed the motion.

- Traffic Engineer, replacement, R-22, #022/14

 Commissioner Price Johnson moved to approve Job Requisition #022/14. The motion was seconded by Commissioner Emerson and carried unanimously.
- Emergency Management Director, upgrade position from NR 10 to NR 13, #024/14 Commissioner Price Johnson moved to approve Job Requisition #024/14. The motion was seconded by Commissioner Johnson and carried with a vote of 2 in favor and 1 opposed. Commissioner Emerson opposed the motion.

Auditor

• Elections Deputy, Voter Registration, replacement, C-10, #025/14

Commissioner Price Johnson moved to approve Job Requisition #025/14. The motion was seconded by Commissioner Emerson and carried unanimously.

Human Services:

Parent-to-Parent/Information Education Specialist, new position, C-9 #014/14
 Commissioner Emerson moved to table the Job Requisition. The motion was seconded by Commissioner Johnson and carried unanimously.

Planning

Long Range Planner, new position, C-10-12, DOQ, #019/14
 Commissioner Emerson moved to table Job Requisition #019/14 to Monday, March 24th.
 The motion was seconded by Commissioner Price Johnson and failed with a vote of 2 opposed and 1 in favor.

Job Requisition #019/14 will be brought forward to the April 2 work session.

Health

• EHS II, replacement, C-11, #021/14 Commissioner Price Johnson moved to approve Job Requisition #021/14. The motion was seconded by Commissioner Emerson and carried unanimously.

Superior Court

• UA Tech-Female, replacement, NR 17, #023/14 Commissioner Price Johnson moved to approve Job Requisition #023/14. The motion was seconded by Commissioner Emerson and carried unanimously.

Facilities

• Facilities Director, replacement, NR 40, #018/14

Commissioner Price Johnson moved to approve Job Requisition #018/14. The motion was seconded by Commissioner Emerson and carried with a vote of 2 in favor and 1 opposed. Commissioner Emerson opposed the motion.

Central Services

• IT Director, replacement, NR 20, #017/14

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 47 MARCH 19, 2014 – WORK SESSIONS

Commissioner Price Johnson moved to approve Job Requisition #017/14. The motion was seconded by Commissioner Johnson and carried with a vote of 2 in favor and 1 opposed. Commissioner Emerson opposed the motion.

Subject/Description: Interview process: IT Director & Facilities Director **Attachment:**

Discussion: Human Resources received 8 applications for IT Director and 11 applications for Facilities Director. Melanie suggested 2 possible approaches to interviewing candidates for these two positions:

- Two sets of interviews—1st by non-commissioners (example: the IT Strategy Team for the IT Director), 2nd a finalist interview by the Commissioners
- Finalist interviews only by the Commissioners

Follow up: The Board agreed to conduct the interviews themselves with the option to invite county staff members to help with any technical questions they may have.

Subject/Description: Medical Committee update

Attachment: yes

Discussion: The Medical Committee has asked if the County will be looking into any changes in

insurance vendors.

Follow up: The full Board is not in favor of any changes this year.

Planning & Community Development Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 19, 2014 at 11:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Staff: Pam Dill Jill Johnson, Chair

Kelly Emerson, Member - via Polycom from Camano

Helen Price Johnson, Member

Staff Present: David Wechner, Director, Paula Bradshaw

Others Present: Elaine Marlow, Budget Director

Record @ 02:22:00

Subject/Description: Planning Update

Attachment: yes

Information: David Wechner provided an update on development review/code enforcement,

long range planning, building and strategic planning/office management.

Commissioner Johnson requested a formal letter from the Trust Board of Ebey's Landing regarding their position on the proposed amendments to Chapter 17.03 ICC regarding regulation of I-502.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 48 MARCH 19, 2014 – WORK SESSIONS

Monthly Financial Reports From Auditor & Treasurer Summary Minutes

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, March 19, 2014, at 11:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via Polycom from Camano

Helen Price Johnson, Member

Present: Wanda Grone, LaRae Brown

Others Present: Elaine Marlow, Budget Director

Subject: Monthly Financial Report

Attachment: MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASUER

Executive Session Announced

Commissioner Johnson announced the Board would recess and meet in Executive Session at 12:00 noon as allowed under RCW 42.30.110(1))(i) to discuss with legal counsel litigation or potential litigation. The Executive Session lasted one hour with no announcement in open public session. The Board reconvened at 1:00 p.m.

Budget Director/GSA/IT Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 19, 2014, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via Polycom from Camano

Helen Price Johnson, Member

Staff Present: Elaine Marlow, Budget Director

Others Present: Bill Oakes

Record @ 03:03:18

Add-On

Subject/Description: CRAB Certification Reports

Attachment: Certification of Road Fund Expenditures for Traffic Law Enforcement

Action Request: Bill indicated that the Sheriff reported a total Traffic Safety Expense for 2013 of \$720,926.00 which is lower than the amount transferred from the road fund. The Board will

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 49 MARCH 19, 2014 – WORK SESSIONS

need to include a letter with the certification report acknowledging their intent to reimburse the road fund in the amount of \$29,074.00.

Follow up: Okay with full Board.

Subject/Description: Amendment to 2014 Budget

Attachments: yes

Action Requested: The amendment revises the budget estimates for health insurance benefits and salaries, and recognizes additional grant revenue. Elaine noted that the portion of Human Services using grant funds has been pulled and she is working with Jackie Henderson to come up with another budget amendment.

Follow up: Okay with full Board to move resolution forward to a Monday agenda to schedule for Public Hearing.

Subject/Description: Discussion on re-opening offices on Friday

Attachments: none

Discussion: Elaine noted that she has had discussions with the Auditor, Treasurer and Assessor. They would like to retain the current 9-4 work hours and would need to increase hours for part time staff. The Treasurer would prefer the change be made in mid-May to get though property tax season. Elaine estimated the cost of opening to the public on Fridays at \$22-25,000.

Follow up: Bring back for further discussion after they get the results from the first quarter tax revenue reports.

Subject/Description: Recommendation to revise ICC 2.29.030B(4) and ICC 2.29.050 Attachments: yes

Action Requested: Elaine recommended an increase to the threshold for competitive solicitation for service contracts from \$15,000 to \$25,000 and an increase in the threshold for contract review from \$5,000 to \$10,000.

Follow-up: Okay with full Board. Elaine will work with the Prosecuting Attorney to draft the code change and then schedule for a Public Hearing.

Health Department Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 19, 2014, at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via Polycom from Camano

Helen Price Johnson, Member

Staff Present: Keith Higman, Director, Jill Wood

Others Present: Elaine Marlow, Budget Director

Record @ 03:44:21

Administration

Subject/Description: Department of Health – Consolidated Contract

Attachment: Contract No. C16886 (Amendment #13)

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 50 MARCH 19, 2014 – WORK SESSIONS

Action Requested: Approval of Department of Health Consolidated Contract, Amendment #13;

Contract Number: C16886; Amount: Increase of \$205,260.00.

Follow up: Okay with full Board to move forward to a Monday agenda.

Add-On

Subject/Description: Amendment No. 1 to Electronic Transaction Processing Agreement between Official Payments Corporation and Island County

Attachment: Amendment No. 1

Action Requested: Approval of Amendment No. 1 to Electronic Transaction Processing Agreement between Official Payments Corporation and Island County. The agreement to conduct electronic transactions and payment on-line is amended to replace Exhibit A(Electronic Check Fee Schedule) and Exhibit B (Credit/Debit Card Fee schedule) as well as update Official Payments Corporation notice addresses; Amount: -0-

Follow up: Okay with full Board to move forward to a Monday agenda.

Department of Natural Resources <u>Summary Minutes</u>

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, March 19, 2014 at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via Ploycom from Camano

Helen Price Johnson, Member

Staff Present: Keith Higman, Director, Jill Wood

Others Present: Elaine Marlow, Budget Director

Record @ 04:00

Subject/Description: Amendment Lead Entity Contract with WA State Recreation and

Conservation Office

Attachment: Contract No. 12-160P, Amendment No.1

Action Requested: Approval of Salmon Project Agreement for Ala Spit Restoration Phase 3;

Project #: 12-1260P; Amount: \$28,350.00.

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Coastal Geologic Services, Inc. (Ala Spit Restoration – Phase 3)

Attachment: Contract No. 02-2014

Action Requested: Approval of Services Agreement between Island County and Coastal Geologic Services, Inc.; Contract No. DNR-02-2014; Amount: not to exceed \$50,000.00.

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Marine Resources Committee - Operating Procedures

Attachment: none

Discussion: Keith discussed suggested changes to the enabling resolution.

Follow up: Keith will bring forward a strikethrough and underline version for the Board's review

at a future work session.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 51 MARCH 19, 2014 – WORK SESSIONS

Health Department Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 19, 2014, at 2:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member – via Polycom from Camano

Helen Price Johnson, Member

Staff Present: Keith Higman, Director, Vanya Brown

Others Present: Elaine Marlow, Budget Director

Record @ 04:18:39

Administration

Subject/Description: Public Health Pooling Budget Presentation

Attachments: yes

Discussion: Keith Higman presented the Board with an overview of revenue and expenses for the department as a whole, Operation and Maintenance, Environmental Health, Community & Family Health, Assessment & Healthy Communities and Administration. He also discussed challenges to the Public Health budget.

Follow up: Continued budget discussion at a future work session.

Commissioner Emerson excused herself from the remainder of the meeting.

Commissioners Agenda Summary Minutes

The County Commissioners met during Work Session on Wednesday, March 19, 2014 at 3:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member -via Polycom from Camano

Helen Price Johnson, Member

Others Present: Elaine Marlow, Budget Director

Record @ 05:27:25

Subject/Description: Update on Commissioner Committee assignments

Attachments:

Action Requested: Postponed.

Follow up:

Subject/Description: Nomination to Conservation Futures TAG

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 52 MARCH 19, 2014 – WORK SESSIONS

Attachments: Ltr dated 3/13/14 from Kristen Griffin, Ebey's Landing National Historical Reserve Manager, to BOCC

Action Requested: The Board considered the nomination of Ebey's Landing Trust Board

Representative, Fran Einterz, to the Conservation Futures TAG. **Follow up:** Okay with Board to move forward to Monday's agenda.

Subject/Description: Resolution proclaiming March 2014 as American Red Cross Month Attachments: yes

Action Requested: Forward Resolution proclaiming March 2014 as American Red Cross Month **Follow up:** Okay with Board to move resolution forward to Monday's agenda.

BOARD OF COUNTY COMMISSIONERS

Subject/Description: Resolution proclaiming April 2014 National County Government

Month

Attachments: yes **Action Requested:**

Follow up: Postponed to April 2, 2014 work session.

	ISLAND COUNTY, WASHINGTON
	Jill Johnson, Chair
	Kelly Emerson, Member
	Helen Price Johnson, Member
ATTEST:	
Debbie Thompson, Clerk of the Board	